3 APR 1980

MEMORANDUM FOR: Deputy Director for Administration

STAT

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (27 March-2 April 1980)

Records Management Division

RMD attended a meeting with Classification Review Division and DDS&T RMO's to discuss our unique roles and responsibilities in the systematic review of DDS&T records.

The CARS task force met with a representative from NFAC Plans Staff to discuss registry costs in terms of space, staffing, and equipment. Also discussed was the work performed by registries and the impact of automation.

The RAMS User and Reference Training manuals have been completed and sent to P&PD for printing and distribution.

Classification Review Division

CRD processed approximately 17,000 pages of material this reporting period.

The responsibility for updating the classification guides was transferred from CRD, who originally wrote the guides, to the Records Management Division.

Regulations Control Division

RCD processed 27 regulatory issuances during this reporting period.

STAT

The Executive Committee Staff requested 25 copies of

STAT   for the DDCI's meeting of 2 April. The regulations deal with

STAT

Information and Privacy Division

A separate report is attached.

STAT

Attachment

ADMINISTRATIVE INTERNAL USE ONLY

3 April 1980

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (27 March - 2 April)

1. The Week in Review

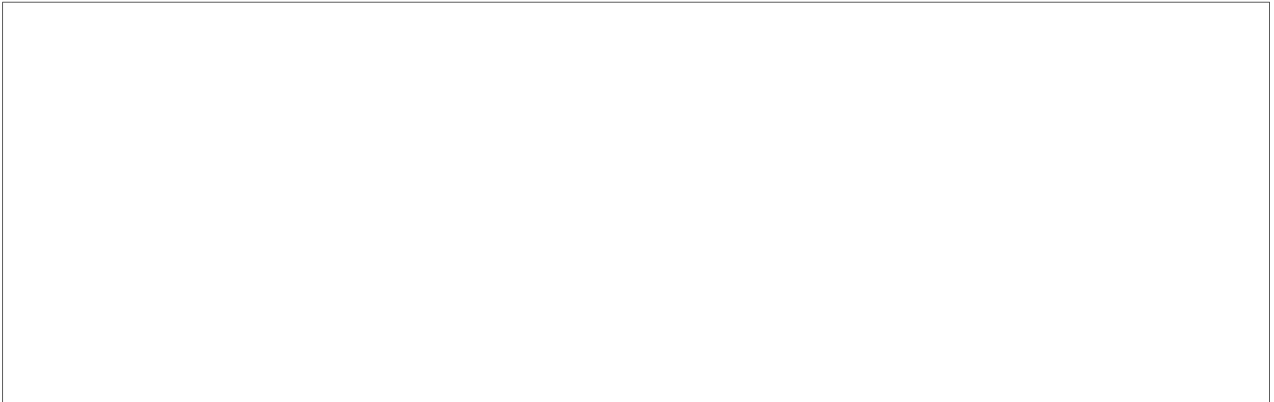|		27 Mar - 2 Apr	1980 Weekly Average
a.	New cases logged	59	62.3
b.	Cases closed	94	55.8
c.	New appeals logged	3	1.9
d.	Appeals closed	1	2.2
e.	Manpower (man-weeks)	98.6	95.9

2. Current Backlogs

a. Initial requests - 2744

b. Appeals - 414

3. Spotlighted Requests

STAT

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

STAT

5. Analysis

    a. Workload/production statistics for the first quarter of the calendar year do not vary significantly from the corresponding period of 1979. The total number of requests logged thus far in CY 1980 is up somewhat (at least 2.6 percent) from CY 1979. Through 2 April 1980, we have logged 810 requests (PA - 433; FOIA - 337; EO - 40), whereas our total for the period 1 January 1979 through 4 April 1979 was 782 (PA - 398; FOIA - 352; EO - 32). The number of cases closed out, on the other hand, is down. We have disposed of 725 requests as of 2 April 1980; 754 initial requests were closed out last year during the period 1 January through 4 April. This would indicate a drop of approximately 3.8 percent--but we still have two work-days in which to catch up.

STAT

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

STAT

IPD ☐ cb 3 April 1980
Distribution:
Orig. & 2 Addressee
    1 - DCI
    1 - DDCI
    1 - D/NFAC
    1 - DDO
    1 - DDS&T
    1 - D/PA
    1 - Comptroller
    1 - IG
    1 - OGC
    1 - OLC
    1 - OP
    1 - OL
STAT   1 - C/IMS ☐
    1 - DDO/IRO
STAT   25 - DDO/IMS ☐
    1 - IRG/OS
    1 - NFAC/FIO
    1 - C/ISS
    1 - IC Staff/FIO
    1 - IPD Subject
    1 - IPD Chrono
    1 - IPD Reading Board

ADMINISTRATIVE INTERNAL USE ONLY